



Department of Corrections
ADMINISTRATIVE BULLETIN

**Subject: DELEGATED APPROVAL
AUTHORITY**

Number:

96/14

Date Issued:

June 28, 1996

Cancelled Effective:

The purpose of this Administrative Bulletin is to announce the delegated approval authority decisions made by the Chief Deputy Directors based on input from each of the Deputy Directors. The following changes in approval authority were effective February 23, 1996:

APPLICABLE TO ALL DIVISIONS

- **Appointment Approvals:** Each Deputy Director, instead of the Chief Deputy Directors, has been delegated authorization for approving appointments equivalent to and below the levels of Chief Medical Officer, Chief Dentist, Chief Psychiatrist, Parole Administrator II, Facility/Correctional Captain, and Staff Services Manager III (excludes Correctional Administrator). Delegation of this approval authority must be accompanied by the Directorate articulating in writing the leadership qualities and characteristics it is seeking for California Department of Corrections' (CDC) management team.
- **Hiring Above Minimum:** Each Deputy Director, instead of the Chief Deputy Directors, has been delegated approving authority for hiring above minimums for those classifications they have authority to appoint.
- **Data Processing Equipment Purchases:** Assistant Deputy Directors, instead of Deputy Directors, have been delegated approval authority for data processing equipment purchases.

ADMINISTRATIVE SERVICES DIVISION (ASD)

- **Application For Peace Officer Positions:** Chief, Selection and Standards Branch, instead of the Director, has signature authority for correspondence to legislators regarding applications for peace officer positions.
- **LO33 Signature Cards:** Chief, Contract and Audit Management Branch, instead of the Deputy Director, ASD, has been delegated approval authority for issuing LO33 signature cards that are filed with the Department of General Services and State Controller's Office for central office and field staff.



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HEALTH CARE SERVICES DIVISION

- Adverse Actions Re: Health Care Services: Deputy Director, Health Care Services Division, instead of the Deputy Director, Institutions Division, has been delegated signature authority on adverse actions regarding the area of Health Care Services.
- Instructional Memorandums: The Deputy Director, Health Care Services Division, instead of the Chief Deputy Director, Field Operations, has been delegated approving authority to release Instructional Memorandums for Health Care Services Division. An information copy of any Instructional Memorandum approved by the Deputy Director will be provided to the Chief Deputy Director, Field Operations.

EVALUATION, COMPLIANCE AND INFORMATION SYSTEMS DIVISION (ECISD)

- Inmate Appeals Annual Report: The Deputy Director, ECISD, instead of the Chief Deputy Director, Support Services, has been delegated approving authority for releasing Inmate Appeals Branch's Annual Report.
- Annual Report On Citizen Complaints: The Chief Deputy Directors, instead of the Deputy Director, ECISD, has been delegated approval authority for releasing Inmate Appeals Branch's Annual Report on Citizen Complaints.
- Quarterly Appeals Reports: The Chief, Inmate Appeals Branch, instead of the Deputy Director, ECISD, has been delegated approval authority to issue the Inmate Appeals Branch's Quarterly Report.
- Inspector General Audit Instruments: The Deputy Director, ECISD, instead of the Chief Deputy Director, Support Services, has been delegated approving authority for audit instruments used by the Office of the Inspector General, after consultation with the Chief Deputy Directors and all affected Deputy Directors during development of the audit instruments.
- Inspector General Audit Schedule: The Deputy Director, ECISD, instead of the Chief Deputy Directors, has been delegated approval authority to release the Audit Schedule for the Office of the Inspector General, after consulting with the Chief Deputy Directors during development of the audit schedule.



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- Approval of Contractor Plans: The Deputy Director, ECISD, instead of the Technical Project Manager of a project, has been delegated approval authority to approve contractor plans.
- Invoice Signature For Contractor Payment: The Deputy Director, ECISD, instead of the Technical Project Manager of a project, has been delegated invoice signature authorization for contractor payments.

INSTITUTIONS DIVISION

- Monthly Backlog Status Report: The Deputy Director, Institutions Division, instead of the Chief Deputy Director, Field Operations, has been delegated approval authority to release the Monthly Backlog Status Report. An information copy of the report will be provided to the Chief Deputy Director, Field Operations.
- Early/Late Release Report: The Deputy Director, Institutions Division, instead of the Chief Deputy Director, Field Operations, has been delegated approval authority to release the Early/Late Release Report. An information copy of the report will be provided to the Chief Deputy Director, Field Operations.
- Instructional Memorandums: The Deputy Director, Institutions Division, instead of the Chief Deputy Director, Field Operations, has been delegated approving authority to release Instructional Memorandums for Institutions Division. An information copy of any Instructional Memorandum approved by the Deputy Director will be provided to the Chief Deputy Director, Field Operations.
- High Profile Cases: The Deputy Director, Institutions Division, instead of the Chief Deputy Director, Field Operations, has been delegated approval authority for Institutions Division reporting of high profile cases. An information copy of any cases approved by the Deputy Director will be provided to the Chief Deputy Director, Field Operations.
- Bill Analysis: Any Career Executive Assignment level manager, instead of a Deputy Director, has been delegated approval authority to sign off on the departmentwide memorandum on bill analyses.



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PLANNING AND CONSTRUCTION DIVISION (P&CD)

- Existing Five-Year Facility Plan: The Chief Deputy Directors, instead of the Director, have been delegated signature authority for approving original submission of Existing Five-Year Facility Plans developed by the Planning Unit, P&CD.
- Sole Source Contracts: The Chief Deputy Directors, instead of the Director, have been delegated signature authority for approving sole source contract requests for the Capital Outlay Inmate Day Labor Unit, P&CD, which are not reserved for Youth and Adult Correctional Agency approval.
- Liquidated Damage: The Chief, Design/Construction, instead of the Deputy Director, P&CD, has been delegated approval authority for liquidated damages within the Design/Construction Unit of P&CD.
- Proceed to Bid/Addendum: The Assistant Deputy Director, P&CD, instead of the Deputy Director, P&CD, has been delegated approval authority for Proceed to Bid Addendums.
- Staffing Package/Inmate Work Training Program For New Prisons: The Chief Deputy Directors, instead of the Director, have been delegated signature authority for approving Staffing Packages submitted by the Design Review/Activation Unit, P&CD. Packages also require approval of any other Deputy Director whose program area would be impacted by the staffing package.

Please inform all persons concerned of the contents of this bulletin which shall remain in effect until incorporated into Department Operations Manual Sections 12010, 22030, 22040, 31060, 31150, 33030, and 43030. Any inquiries concerning this bulletin should be directed to Donna McKinney, Chief, Regulation and Policy Management Branch, at (916) 358-2456 or CALNET 434-2456.

GREGORY W. HARDING
Chief Deputy Director
Support Services